

Club Information Packet

Fall 2020 and Spring 2021



All student clubs and organizations must submit a Club Information Packet each semester they are active. Unless otherwise noted, all forms are required.

This packet is for use for the fall 2020 and spring 2021 semesters only. Due to the Covid-19 emergency, the Center for Student Life will be accepting packets digitally, including signatures.

Important: Several of the fields in the forms will autofill after you enter information on a page. Updating these fields will change the information across all pages. Please be sure to review the fields carefully to make sure the information is consistent across all pages.

We recommend downloading this packet and filling it out using Adobe Acrobat.

FORMS AND REQUIREMENTS CHECKLIST

Attend a Club Officer Workshop

The Club President and Treasurer must attend a Club Officer Workshop held by the Center for Student Life and Leadership Development (CSLLD). Club Advisors and other club members are also invited to attend, but not required. Any club member who will be involved in planning events on campus is highly encouraged to participate in this workshop. Please check with the CSLLD for the current list of workshop dates and times.

Club Information form

General information about the club, including a description of the group, a list of officers, primary advisor, additional advisor(s), meeting day/time and location, and any social networking (Facebook, Twitter, etc.) links.

Advisor Agreement form

Outlines the responsibilities of the club's advisors and indicates the advisor's agreement to adhere to them. If your group has multiple advisors, each advisor must complete an Advisor Agreement form.

Club Account Authorized Signatures form

Must be completed by each club in order to establish and/or continue an on-campus financial account.

If there are any questions regarding this packet or any of the required documentation, please contact the CSLLD.

Semester: _____

CSM Center for Student Life and Leadership Development

Club Information Form

This form must be completed and submitted to the Center for Student Life and Leadership Development (CSLLD) each semester in order for a student club or organization to maintain active status.

Name of Club _____

Meeting Day _____ Meeting Time _____

Zoom Meeting Link _____

Groups must meet at least once a month in order to maintain active status. Meetings may not be held during a class session.

Club Description — Please briefly describe your club. This will be used on the CSM Clubs website to provide an idea of what your group is about.

Officers and advisor(s) must be listed on the following page in order for this form to be considered complete.

Online and Social Media — Please provide links to your club’s website, Facebook page, Twitter feed, or other social media. This information will be included on the CSM Clubs website to provide interested parties additional ways to connect with your club.

Website _____

Facebook _____

Twitter _____

Instagram _____

Other _____

For Center for Student Life use only

Student Life and Leadership

Manager Approval _____ Date _____

Officers

Any student seeking election as an officer in a club must: 1. Be currently enrolled in at least one (1) for-credit course at CSM; 2. Must not be on academic probation, disciplinary probation, or suspension; and 3. Must have and maintain a cumulative GPA of at least 2.0 and maintain satisfactory academic progress (a 50 percent or higher completion rate). See ASCSM Bylaws Article IX Student Clubs & Organizations for more information. Verification will be conducted by the CSLLD against current college records. Officer positions with an asterisk (*) are required.

Name	Office	G# (required)	Email
	President*		
	Vice President		
	Secretary		
	Treasurer*		
	ICC Rep*		
	ICC Rep (alt)*		

Advisors

Advisors may be full-time faculty, part-time faculty, or full-time classified employees of College of San Mateo.

Primary Advisor

Name _____ Email _____
 Phone _____ Signature _____

Co-Advisor (optional)

Name _____ Email _____
 Phone _____ Signature _____

Additional Advisor #1 (optional)

Name _____ Email _____
 Phone _____ Signature _____

Additional Advisor #2 (optional)

Name _____ Email _____
 Phone _____ Signature _____

Additional Advisor #3 (optional)

Name _____ Email _____
 Phone _____ Signature _____

Club Advisor Agreement

Serving as an advisor to a student club or organization is a very rewarding and enriching experience. Advisors provide guidance, direction, knowledge, and experience to students groups. In turn, advisors are given the opportunity to interact with students outside of the classroom while contributing to student success and retention.

A copy of this form must be completed by **each** of the group's advisors. Club advisors should review the CSM Club Handbook (available at <http://collegeofsanmateo.edu/clubs>) in order to become familiar with the policies, procedures, and other requirements for student clubs and organizations. It is the responsibility of the club advisor(s) to ensure that club activities, including meetings, events, and off-campus activities, adhere to the Education Code, Board Policies and Procedures, and District, College, and Associated Students guidelines, policies, and procedures.

By agreeing to serve as an advisor for _____ club, I commit to working with club members to achieve their goals while upholding State, District, and College requirements; fulfilling the requirements outlined below; and adhering to the policies and procedures outlined in the CSM Club Handbook. I agree to contact the Center for Student Life and Leadership Development (CSLLD) if any problems arise or if I am unable to continue to serve as an advisor.

I agree to **(please initial next to each item)**:

_____ Be at all club meetings or arrange for another college employee to attend meetings in my absence.

_____ Attend, or arrange for a college employee to attend, all club-sponsored events, activities, and programs, including off-campus travel.

_____ Provide guidance and support for club members.

_____ Act as a signatory on club expenditures.

_____ Along with club officers, ensure that any and all funds are properly collected and submitted to the CSLLD for deposit into the club's account. No off-campus accounts are permitted.

_____ Ensure the proper distribution of club funds.

_____ Help maintain communication between club officers and club members.

_____ Assist in maintaining the continuity of the club or organization.

_____ Ensure communication between the club and the CSLLD.

_____ Report violations of the Student Code of Conduct to the CSLLD.

Advisor Name (print)

Advisor Signature

Date

Club Co-Advisor Agreement (optional)

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_____ Ensure communication between the club and the CSLLD.

_____ Report violations of the Student Code of Conduct to the CSLLD.

Advisor Name (print)

Advisor Signature

Date

Club Account Authorized Signatures Form

This signature form must be submitted to the Center for Student Life and Leadership Development (CSLLD) each semester (not including summer sessions) in order for a club account or trust account to remain active. If this signature card is not submitted within three (3) weeks after the start of each semester, the club or trust account shall be frozen.

Club/Trust Account Name _____ Semester _____

Primary Advisor/Trustee

Name (print) _____ Signature _____

Email _____ Phone _____

Office Number _____

Alternate Advisor

(For Club Accounts: An Additional Advisor Form must be on-file with the CSLLD naming this person as an additional advisor)

Name (print) _____ Signature _____

Email _____ Phone _____

Office Number _____

Club President

Name (print) _____ Signature _____

Email _____ Phone _____

G# _____

Club Treasurer

Name (print) _____ Signature _____

Email _____ Phone _____

G# _____

For Center for Student Life and Leadership Development Use Only

Student Life and
Leadership Manager

Date